

RECORDS MANAGEMENT PROGRAM
SCOPE OF THE RECORDS PROBLEM

RECORDS CREATION

1. Total number of forms Agency-wide today _____.
2. Total documents received from other Agencies annually _____.
3. Cables transmitted Agency-wide last year _____.
4. Dispatches produced last year _____.

FILES MAINTENANCE

1. Volume of records on hand Agency-wide _____ cubic feet.
2. Cost of a four-drawer safe \$ _____.
3. Average cost for a square foot of office space per year \$ _____.
4. Floor space required for a filing cabinet _____; for a man _____.

RECORDS DISPOSITION

1. Volume of records in Agency Archives and Record Center _____ cubic feet.
2. Number of reels of microfilm in the Records Center _____.
3. Volume of authorized records disposal last year:
By Offices _____; at Center _____: Total _____.